Agenda: Board of Trustees
September 7, 2023, at 4 pm Community Room, Ladd Library

## Literacy, Access, \& Inclusion

Library Board President - Clint Twedt-Ball
A. Call to Order
B. Consent Agenda - Action

- Minutes: August 3, 2023
- Special Event Application
C. Public Comments and Communications
D. Foundation Report - Charity Tyler
E. Friends of the Library Report - Libby Slappey
F. Board Education: Summer Dare Recap - Kevin Delecki
G. Library Board Committee Reports
- Advocacy Committee - Rafael Jacobo, Committee Chair
- No Action
- Finance Committee - Monica Challenger, Committee Chair
- No Action
- Personnel and Policy Committee - Susie McDermott, Committee Chair
- No Action
- Westside Project Committee - Jade Hart, Committee Chair
- No Action
H. Library Director's Report
I. Old Business
J. New Business
K. Adjournment

The next Board of Trustees meeting is October 5, 2023 at 4 pm, in the Conference Room, Downtown Library.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a City program, service, or activity, should contact Jessica Musil, Library Administrative Assistant, at 319.261.7323 or email musilj@crlibrary.org as soon as possible but no later than 48 hours before the meeting.

August 3, 2023
Board members in attendance: [President] Clint Twedt-Ball, Elsabeth Hepworth, Susie McDermott, Jeremy Elges (in person); [Vice President] Monica Challenger, Jade Hart, Rafael Jacobo (via Zoom)

Board members unable to attend: Chris Casey, Hassan Selim

Staff in attendance: Dara Schmidt, Amber McNamara, Erin Horst, Kevin Delecki, Todd Simonson, Jessica
Musil (in person)

Others: Charity Tyler, Executive Director, Foundation of the Cedar Rapids Public Library
A. Call to Order

- Mr. Twedt-Ball called the meeting to order at 4:02 pm.
B. Consent Agenda - Action
- Minutes: July 6, 2023

Ms. McDermott moved to accept the consent agenda. Ms. Hart seconded. The action carried with unanimous approval.
C. Public Comments and Communications

- There being none, the meeting continued
D. Foundation Report - Charity Tyler
- The Foundation has been busy preparing for their annual audit as well as the capital campaign. Foundation staff and the library director continue to visit potential donors.
- Dolly Patron's Imagination Library (DPIL) concluded the fiscal year with 5,500 children enrolled, which remains the typical monthly average. The program has graduated around 6,000 children. The Foundation board has also approved measures for financial stability for annual support, though regular donations will help keep the program active. Individual book prices increased from $\$ 2.10$ to $\$ 2.20$ to cover postage, which is approximately $\$ 26$ a year per child.
- Mr. Twedt-Ball asked if the Foundation has a donor ask list before the public campaign and how far through the list have they gone through? Ms. Tyler reported they are about halfway through the list. They are focusing on a particular set of donors before asking others. They are waiting for answers from donors before moving forward.
E. Friends of the Library Report - Libby Slappey
- Ms. Schmidt reported for Ms. Slappey. This weekend, the Friends will host a sale at the Farmers Market. The Friends board welcomed four new members, and will host a planning session to on-board the new members.
F. Board Education: Strategic Plan Update - Right Patron Right Time Connections Initiative - Amber McNamara
- This initiative is about moving the library from "everything to everyone" to "right patron, right time" connections. The library offers a lot and it's not feasible or effective to tell everyone with different communication strategies. The goal is to implement strategies and tools for intentional marketing. We want to understand our customers, who they are, what they need, and provide targeted messaging.
- The library collects data on the various programs and their respective audiences. This information will help to determine the best marketing strategy and messaging to reach the various audiences. Ms. McNamara shared some examples of how we can reach difference auditions with email marketing, data analysis, and focus groups.
- This strategic initiative will not operate as other initiatives in the past. Most strategic planning work is done by committee but this is work will be done primarily with the Community Relations team, pulling in others as needed.
- Ms. McNamara noted that any data the library collects does not correlate to specific patron data. It is incredibly important to the library to maintain patron privacy and individual data is not accessible through these data streams.
- Mr. Twedt-Ball asked if there are appropriate examples of sharing data between the Library and Foundation? Ms. Schmidt noted that because of privacy, we do share some high-level information to the Foundation and Friends, but we don't solicit donations through library emails.

Ms. Challenger joined the meeting via Zoom at 4:22 pm.

- Ms. Hepworth noted that we live in an age where data gathering is expected. She appreciates that libraries uphold the importance of information privacy and this data will solely improve library experience. Ms. Schmidt shared that Patron Point is a marketing tool for libraries with privacy at its core. Our library has been hesitant to delve into marketing beyond sending emails. This product will allow us to market in other ways.
G. Library Board Committee Reports
- Advocacy Committee - Rafael Jacobo, Committee Chair
- There being no discussion, the meeting continued.
- Finance Committee - Monica Challenger, Committee Chair
- There being no discussion, the meeting continued.
- Personnel and Policy Committee - Susie McDermott, Committee Chair
- There being no discussion, the meeting continued.
- Westside Project Committee - Jade Hart, Committee Chair
- The committee recently met with OPN and other key stakeholders as an update to the process. As of the meeting, OPN reviewed cost estimates, which are a little bit over at the end of the Design Development phase. They are exploring options to meet the budget, and the trustee committee may need to make decisions in the future. OPN will pause until January as fundraising continues. January 2024 is slated for a community open house as well as beginning construction documents. Groundbreaking is estimated for September 2024 with grand opening in September 2026.
- Ms. Schmidt talked through pictures showing the site and floor plans as well as design photos depicting the interior and exterior views of the library, and preliminary choices for various finishes.
H. Library Director's Report
- Ms. Schmidt thanked the trustees for their participation and advocacy of the summer reading program. Internally, staff are competing for minutes read and the top competition is fierce. Books by Mail (BBM) patrons were also included in the summer reading program and could participate without the use of a computer. They logged over 100,000 minutes.
- Materials Manager Erin Horst, along with Volunteer Supervisor Jessica Link, will pilot the next level of BBM with Books by Delivery. In collaboration with City, a volunteer for delivery and a patron have been paired to trial this opportunity with the hopes of expanding the program. Mr. Elges asked if the library has considered partnering with Meals on Wheels to distribute books. Several years ago, that's where this project started. At this time, the answer is no but we will continue to ask for a partnership as our BBM patrons also receive meal services.
- The director's report includes data that concludes a full fiscal year. We are in the process of double-checking numbers before they are final for both the annual report and annual survey.
- At the downtown library starting Monday, August 21, visitors will see that the Commons is partially cordoned off to accommodate the light's replacement following the July 2022 fire. The installation is expected to take several weeks. The City is assisting the library to pursue a warranty claim for the third-floor roof of the downtown building. Parts of the roof failed in July 2023, causing water to come into the hallway outside the LivingLearning Roof's entrance.
I. Old Business
- Action: Contract Amendment No. 1: OPN Architects for Westside Library Project (original contract amount was $\$ 1,272,100$; total contract amount with this amendment is \$1,282,800).
- OPN Architects requested an additional $\$ 10,700$ to their Westside Library project contract due to a volume of services increase. There being no discussion, Mr. Twedt-Ball called for a vote.
Mr. Elges moved to accept the increase of $\$ 10,700$ to the contract. Ms. Hepworth seconded. The action carried with unanimous approval.
J. New Business
- There being no new business, the meeting continued.
K. Adjournment
- There being no further business, the meeting adjourned at $4: 50 \mathrm{pm}$.

The next Board of Trustees meeting will be held on Thursday, September 7, 2023, at 4 pm in the Community Room, Ladd Library

## Special Event Application

This application must be submitted for special events requiring alcohol at least $\mathbf{6 0}$ days prior to the date of the event. An approved certificate of liability (including additional documentation if required) must be received 30 days prior to the event date. Events requesting alcohol are subject to Board of Trustees approval and guidelines in the Board Policy 3.08 - Special Event Alcohol Use. Board meetings are held the first Thursday of each month at 4 p.m.

Please return the completed application to: Cedar Rapids Public Library, 450 Fifth Avenue SE, Cedar Rapids, Iowa 52401; email events@crlibrary.org.

Name of Contact Person: Kevin Platz
Name of Organization: Cedar Rapids Area Association of REALTORS
Address: 1860 1st Ave
Phone: 3193639604
Email:
kevinplatz@crrealtors.org

Name of Event:
DEI Symposium

Date of Event:
10/23/23
Location of Event: LivingLearning Roof
Time of event start: ${ }^{3: 00} \mathrm{PM}$
End: 5:00 PM
Setup start: 2:30
Cleanup end:
5:30

What type of audience is this intended for:
REALTORS
Number of attendees/participants: 100
Will there be a fee to attend? No
Will you serve alcohol at the event? Yes
If selling alcohol, who holds the liquor license for your event?
HyVee
Who holds all necessary special event insurance for the event? CRAAR

Applicants Signature:
Date: 8/28/2023

Applicants Printed Name and Title/Organization:


To: Monica Challenger, Finance Committee Chair
From: Dara Schmidt
Date: 8/24/2023
Subject: July 2023 Financial Report
July Monthly Analysis:
Library Operations 151XXX: When reviewing budget to actual, we assume:

- At least $1 / 12$ of revenue will be received per month ( $8 \%$ for July). Actual revenues are expected to meet or exceed budgeted amounts.
- For expenses, no more than 1/12 of budget are spent per month (8\% for July).
- Regardless of funds/cash available, total actual expenses, excluding transfer out, may not exceed total budgeted expenses.
- Here are concerns and highlights that you should be aware of, or that need addressed:
- Total actual revenue (less transfer in) is $\mathbf{2 6 \%}$ or $\mathbf{\$ 2 0 9 K}$ of budget $\mathbf{\$ 8 0 4 K}$. On Target with budget
- Total actual expenditures are $11 \%$ or 836 K of $\$ 7.7 \mathrm{M}$ budgeted. Slightly high but will even out as year progresses.
- Discretionary is $28 \%$. Total incurred is $\mathbf{\$ 2 3 3 K}$ of $\mathbf{\$ 8 2 7 K}$ budget.
- Many typical expenses happen at the beginning of the fiscal year. These accounts will look overspent for the majority of the year. This is expected and not concerning.
- $\$ 168 \mathrm{~K}$ annual expenditure for Integrated Library System and software subscriptions. No concerns.
- Unspent non-discretionary costs can cover overage if any at end of the year.


## Special Revenue \& CIP Funds;

- No concerns for July

| Account Name | Account | Prior <br> Fiscal Year 2023 <br> YTD Actuals | Current Fiscal Year 2024 <br> Adjusted Budget | Current Fiscal Year 2024 YTD Actuals | Favorable (Unfavorable) Variance | Percent of Budget Received Spent | $\begin{gathered} \text { Fiscal Year } \\ 2024 \\ \text { YTD Actuals } \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Revenue |  |  |  |  |  |  |  |
| **Taxes** |  |  |  |  |  |  |  |
| **Total Taxes** |  | - | - | - | - | 0\% | - |
| **Intergovernmental Grants** |  |  |  |  |  |  |  |
| State Operating | 422001 | - | 115,000.00 | - | $(115,000.00)$ | 0\% | - |
| Local Govt Grants and Reimb | 423000 | - | 275,000.00 | - | (275,000.00) | 0\% | - |
| **Total Intergovernmental Grants** |  | - | 390,000.00 | - | (390,000.00) | 0\% | - |
| **Other Revenues** |  |  |  |  |  |  |  |
| Printing \& Duplicating of Form | 431006 | 358.65 | 25,000.00 | 2,406.15 | $(22,593.85)$ | 10\% | 2,406.15 |
| Dept Charges-External to City | 431012 | 193.08 | 259,792.00 | 195,930.12 | $(63,861.88)$ | 75\% | 195,930.12 |
| Library User Fees - Not Fines | 431201 | 1,014.59 | 10,600.00 | 788.11 | $(9,811.89)$ | 7\% | 788.11 |
| Building Rental | 461001 | 9,360.70 | 43,455.00 | 4,587.20 | $(38,867.80)$ | 11\% | 4,587.20 |
| Postage / Handling | 471001 | - | - | 7.00 | 7.00 | 0\% | 7.00 |
| Contributions \& Donations | 471002 | - | 70,000.00 | 4,987.00 | $(65,013.00)$ | 7\% | 4,987.00 |
| Sale of Inventory | 471003 | 185.10 | 2,000.00 | 29.00 | $(1,971.00)$ | 1\% | 29.00 |
| Other Miscellaneous Revenue | 471005 | - | 3,500.00 | - | (3,500.00) | 0\% | - |
| Cash Over (Under) | 471007 | - | - | (10.25) | (10.25) | 0\% | (10.25) |
| **Total Other Revenues** |  | 11,112.12 | 414,347.00 | 208,724.33 | $(205,622.67)$ | 50\% | 208,724.33 |
| **Proceeds of LT Liabilities** |  |  |  |  |  |  |  |
| **Total Proceeds of LT Liabilities** |  | - | - | - | - | 0\% | - |
| **Transfers $\ln { }^{* *}$ |  |  |  |  |  |  |  |
| Operating Transfer In - Inter | 483001 | 11,000.00 | - | - | - | 0\% | - |
| **Total Transfers $\mathrm{In}^{* *}$ |  | 11,000.00 | - | - | - | 0\% | - |
| Total Revenue |  | 22,112.12 | 804,347.00 | 208,724.33 | (595,622.67) | 26\% | 208,724.33 |
| Expenditures |  |  |  |  |  |  |  |
| **Personal Services** |  |  |  |  |  |  |  |
| Regular Employees | 511100 | 324,939.25 | 4,185,204.00 | 353,776.11 | 3,831,427.89 | 8\% | 353,776.11 |
| Temporary/Seasonal Employees | 511200 | 1,721.40 | 43,368.40 | 2,812.50 | 40,555.90 | 6\% | 2,812.50 |
| Overtime | 511300 | 1,269.71 | 114,773.40 | 4,897.71 | 109,875.69 | 4\% | 4,897.71 |
| Other Special Pays | 511400 | 233.97 | 33,848.00 | - | 33,848.00 | 0\% | - |
| Group Insurance | 512100 | 39,856.27 | 645,012.00 | 53,550.21 | 591,461.79 | 8\% | 53,550.21 |
| Social Security Contributions | 512200 | 21,985.33 | 332,680.00 | 24,093.55 | 308,586.45 | 7\% | 24,093.55 |
| Retirement Contribution | 512300 | 27,496.41 | 411,141.00 | 30,123.81 | 381,017.19 | 7\% | 30,123.81 |
| Workers' Compensation | 512500 | 10,538.74 | 71,149.00 | 5,518.99 | 65,630.01 | 8\% | 5,518.99 |
| Other Employee Benefits | 512600 | 350.26 | 2,783.00 | 1,687.55 | 1,095.45 | 61\% | 1,687.55 |
| **Total Personal Services** |  | 428,391.34 | 5,839,958.80 | 476,460.43 | 5,363,498.37 | 8\% | 476,460.43 |
| **Discretionary Expenses** |  |  |  |  |  |  |  |
| Advertising \& Marketing | 521100 | - | 5,000.00 | 708.75 | 4,291.25 | 14\% | 708.75 |
| Consulting \& Technical Service | 521104 | - | 10,000.00 | - | 10,000.00 | 0\% | - |
| External Contracted Labor | 521105 | - | 105,466.00 | - | 105,466.00 | 0\% | - |
| Other Professional Services | 521108 | 3,746.00 | 10,523.63 | - | 10,523.63 | 0\% | - |
| External Banking/Financial Fee | 521109 | 53.31 | 15,700.00 | 78.28 | 15,621.72 | 0\% | 78.28 |
| Security Services | 521110 | - | 5,000.00 | - | 5,000.00 | 0\% | - |
| Computer Hardware | 522100 | 24,999.00 | 35,000.00 | 26,442.75 | 8,557.25 | 76\% | 26,442.75 |
| Computer Software Maintenance | 522101 | 11,295.00 | 222,220.00 | 162,830.49 | 59,389.51 | 73\% | 162,830.49 |
| IT Services - External | 522102 | 2,730.05 | 75,500.00 | 2,585.70 | 72,914.30 | 3\% | 2,585.70 |
| Building \& Grounds Services | 522104 | - | 15,000.00 | - | 15,000.00 | 0\% | - |
| Equip/Furniture/Fixtures Serv | 522105 | - | 9,000.00 | - | 9,000.00 | 0\% | - |
| Phone Services | 523107 | 2,499.92 | 35,950.00 | 2,456.02 | 33,493.98 | 7\% | 2,456.02 |
| Rental of Equip \& Vehicles | 524101 | - | 500.00 | - | 500.00 | 0\% | - |
| Printing, Binding, \& Duplicate | 525102 | - | 15,950.00 | - | 15,950.00 | 0\% | - |
| Awards \& Recognition | 531102 | - | 250.00 | - | 250.00 | 0\% | - |
| Books \& Subscriptions | 531103 | 36,300.41 | 109,171.80 | 34,998.40 | 74,173.40 | 32\% | 34,998.40 |
| Cleaning \& Janitorial Supplies | 531105 | - | 1,250.00 | - | 1,250.00 | 0\% | - |
| Computer Supplies | 531106 | 74.67 | 5,000.00 | 116.21 | 4,883.79 | 2\% | 116.21 |
| Equipment/Furniture/Fixtures | 531109 | - | 11,500.00 | 89.99 | 11,410.01 | 1\% | 89.99 |
| Photography Supplies | 531110 | - | 300.00 | - | 300.00 | 0\% | - |
| Miscellaneous Supplies | 531114 | - | 2,000.00 | - | 2,000.00 | 0\% | - |
| Office Supplies | 531116 | 1,527.36 | 15,320.00 | 188.05 | 15,131.95 | 1\% | 188.05 |
| Program Supplies | 531118 | 437.50 | 37,000.00 | 1,649.79 | 35,350.21 | 4\% | 1,649.79 |
| Shop Supplies | 531119 | - | 250.00 | - | 250.00 | 0\% | - |
| Uniforms | 531123 | - | 694.00 | - | 694.00 | 0\% | - |
| Personal Protective Gear | 531124 | 277.18 | - | - | - | 0\% | - |
| Building \& Grounds Supplies | 533100 | - | 34,241.28 | 314.61 | 33,926.67 | 1\% | 314.61 |
| Conferences, Training, Travel | 542102 | 2,249.00 | 23,200.00 | - | 23,200.00 | 0\% | - |
| Dues \& Memberships | 542103 | 4,500.00 | 10,000.00 | 475.00 | 9,525.00 | 5\% | 475.00 |
| Postage \& Freight | 542108 | - | 13,500.00 | 9.95 | 13,490.05 | 0\% | 9.95 |
| Mileage Reimbursement | 542111 | 71.57 | 3,000.00 | 92.17 | 2,907.83 | 3\% | 92.17 |
| Admin Charges - Inter Departments | 521114 | - | - | - | - | 0\% | - |
| Chemical Supplies - Non-Snow \& Ice | 531104 | - | - | - | - | 0\% | - |
| Facility Services - Non-routine | 522107 | - | - | - | - | 0\% | - |

City of Cedar Rapids
151 Library
2023-07-31

| Account Name | Account | Prior Fiscal Year 2023 YTD Actuals | Current <br> Fiscal Year 2024 <br> Adjusted Budget | Current <br> Fiscal Year 2024 <br> YTD Actuals | Favorable (Unfavorable) Variance | Percent of <br> Budget <br> Received <br> Spent | $\begin{gathered} \text { Fiscal Year } \\ 2024 \\ \text { YTD Actuals } \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fleet Services - Abnormal Maintenance | 522108 | - | - | - | - | 0\% | - |
| Fleet Services - Non-Safety Modifications | 522108 | - | - | - | - | 0\% | - |
| Fleet Services - Accidents | 522108 | - | - | - | - | 0\% | - |
| **Total Discretionary Expenses** |  | 90,760.97 | 827,486.71 | 233,036.16 | 594,450.55 | 28\% | 233,036.16 |
| **Other Expenses** |  |  |  |  |  |  |  |
| City Accounting Services | 521113 | 6,458.33 | 85,500.00 | - | 85,500.00 | 0\% | - |
| City Information Tech Services | 522109 | 489.86 | 6,172.25 | 514.35 | 5,657.90 | 8\% | 514.35 |
| Electricity | 523100 | 20,839.91 | 243,800.00 | - | 243,800.00 | 0\% | - |
| Natural Gas | 523103 | 28.40 | 4,500.00 | 11.44 | 4,488.56 | 0\% | 11.44 |
| Rental of Land \& Buildings | 524100 | 6,242.50 | 249,000.00 | 109,331.02 | 139,668.98 | 44\% | 109,331.02 |
| Liability Insurance | 525104 | - | 44,822.00 | 4,770.17 | 40,051.83 | 11\% | 4,770.17 |
| Property Insurance | 525107 | - | 135,928.00 | 11,327.33 | 124,600.67 | 8\% | 11,327.33 |
| Vehicle Insurance | 525108 | - | 1,300.00 | 108.33 | 1,191.67 | 8\% | 108.33 |
| Gasoline Fuel | 532101 | - | 498.58 | - | 498.58 | 0\% | - |
| City Inter Department Charges | 521114 | - | - | - | - | 0\% | - |
| Chemical Supplies - Snow \& Ice | 531104 | - | - | - | - | 0\% | - |
| Facility Services (Routine) | 522107 | 1,279.80 | 300,614.42 | 551.20 | 300,063.22 | 0\% | 551.20 |
| Fleet Services (Routine) | 522108 | - | 600.00 | - | 600.00 | 0\% | - |
| **Total Other Expenses** |  | 35,338.80 | 1,072,735.25 | 126,613.84 | 946,121.41 | 12\% | 126,613.84 |
| **Capital Outlay** |  |  |  |  |  |  |  |
| **Total Capital Outlay** |  | - | - | - | - | 0\% | - |
| **Debt Service** |  |  |  |  |  |  |  |
| **Total Debt Service** |  | - | - | - | - | 0\% | - |
| **Transfers Out** |  |  |  |  |  |  |  |
| **Total Transfers Out** |  | - | - | - | - | 0\% | - |
| Total Expenditures |  | 554,491.11 | 7,740,180.76 | 836,110.43 | 6,904,070.33 | 11\% | 836,110.43 |
| Net Revenues over/(under) Expenditures |  | (532,378.99) | (6,935,833.76) | (627,386.10) | 6,308,447.66 |  | $(627,386.10)$ |

Programs


The Programming Department spent the first part of the month winding down from Summer, and the second part gearing up for back to school and Fall programs. Summer Dare ended with a couple of weeks of extra outreach and story times, ensuring families had engaging library programming for as long as possible. Summer 2023 was very successful, with more than 2,100 people registering for the Summer Dare, more than 1.1 million minutes read, and nearly 16,000 attendees at programs. A new partnership developed between the library and the Cedar Rapids Community School District's new high school City View Community High School, which is located just a few blocks away from the Downtown Library. We have welcomed the school's students into the library every day since school began, and hosted the kickoff event on the first day of school with more than 200 people in attendance.

Community Relations is working on everything we need for our fall quarter. We just printed the Fall 2023 issue of OPEN+ magazine, and have turned our attention to the Annual Report. We are also working on some additions to our website, including adding a multicultural resources page. We have a lot of signage updating in the works, including end panel signs at the Ladd Library and a total overhaul of the downtown children's library signage in conjunction with the shifting of the collection.

Another round of contacting community agencies and business for Dolly Parton's Imagination Library (DPIL) partnership occurred. Current contacts are being made with pediatric dental and family dental offices. Five drop-offs of registration materials have occurred with fourteen offices needing follow-up conversations. Summer outreach with the Mobile Tech Van has come to an end with a total of 572 free books given out at parks this summer.


## 21,351 <br> 17,491

Databases

Digital
100K

Physical Circulation, by Location



The Materials Department is beginning to shift materials in the children's collection as part of the strategic planning process to evaluate collection locations. Progress is happening quickly and shelf signs will be updated as collections are moved. Materials Supervisor Jill Martinez has planned and lead the shifting process, her hard work and thoughtful approach has been crucial to the success of the project. The Shelving team has been doing the bulk of the shifting with help from volunteers and they've done a phenomenal job. The team has been working with Patron Services Specialist Michele Prostine and Volunteer Coordinator Jessica Link to pilot a Books by Delivery program to homebound patrons. This pairs a patron with a volunteer for a regular materials delivery to their home. We will pilot this program for the next several months to evaluate whether the program can expand to more patrons. Many public libraries have a volunteer delivery service, so we were able to pull from their procedures and work with the Risk Management team at the City to help with our documentation. We're very excited to see how this develops in the following months. Our homebound library patrons are active readers who love the library. As part of our Summer Dare Program, our Books by Mail participants recorded about 100,000 minutes for the summer!


In early August, we bid farewell to our two Summer VISTA members, Andres Gallardo and Nathan Peterson. They were a tremendous support for our programming team and led the Summer Dare Everywhere outreach to Jane Boyd Community House. Together they served over 530 hours in support of the Library by bringing books, resources, and programming to patrons all across Cedar Rapids. Volunteer Hours in July 2023: 468 hours

Celebrating 10 Years of the Downtown Library


## Visits



With a recent retirement, Public Service leadership was able to promote three 28 -hour staff to 40 -hour positions. This adds to the achievement of the Public Service department in moving to a sustainable model that creates full time benefited positions to attract and retain our talent in the library. Over the past five years, we have moved from a staffing model with only six full-time staff to 16 full-time staff between both locations. Additionally, Public Service benefited eligible staff has increased from about 50\% to $75 \%$. This comes in large part to the talented and dedicated staff within the department.

Group of patrons came into the library looking for directions to the African American Museum of Iowa Exhibit. I told them that it was on third floor and that it runs the entirety of the floor and they wouldn't miss it. The patron looked to her group of friends and enthusiastically said "I really love my library!" and excitedly ran to the elevator with the group. When the patrons came down the stairs they came over to my desk and said how much it meant for them to see that exhibit and how wonderful the experience was. - Zachary Stout, Patron Services Specialist

Technology Access

| PC Uses |  |  |
| :---: | :---: | :---: |
|  | 4,165 | 13,697 |
| 4K |  |  |
| 2K | 1,588 | Virtual Visits |
| OK . . . , , , . |  |  |
|  | Downtown Ladd | WiFi Sessions |

The Technology Solutions has completed the installation of new network hardware at both library locations. This will help with WiFi speeds for patrons and staff connectivity. New staff computers will be gradually installed and old computers recycled in the following months. Security updates for cash handling software and staff computers are being added this month, allowing for secure and traceable transactions as well as meeting compliance requirements.



In July, the events spaces were busy libraries with least 230 individual reservations, bringing an estimated 2,922 people. The downtown library provided space for an American Red Cross Blood Drive, and a Playtime Poppy summer theater camp in Whipple Auditorium, which culminated in two performances due to their largest enrollment yet.

Ladd Library hosted a Summer Youth Employment Program, and the Library partnered with Iowa Vocational Rehabilitation Services to bring a youth School to Work workshop by providing mobile tech laptops for their use.

We had a patron use Whipple as a last-minute recording space for their flute recording. I just received an email from the patron letting me know that his recording was chosen as a finalist and he will move on the next round of competition next month in Naples!
"Hi Jacob! I just wanted to drop you all a quick note... that flute competition I recorded for at the library this summer chose me as a finalist! I'll be going to Naples, Italy next month and competing in person! Thanks again for all your help and for letting me use the space. I wouldn't have been able to go for this opportunity without the resources at the CRPL! Best wishes, Sam Williams"

- Jacob Bayne, Event Specialist

While I was shelving, a mother and her two children stopped me to ask questions. They were at the back of the Ladd Library, looking at the floor plan design for the new library location, wanting to understand what each section was and if it was actually being built. I took time to explain to them that the design was indeed the current plan and that building would begin once funding was secured. I then went on to explain everything we'd been told and shown during our all-staff meeting, pointing out each section on the floor plan. I told them about the children's section that would be built, the larger size of it, the expanse of windows, etc. The family was incredibly excited and said that they could not wait to be able to go to the new library location and to see what would be added to our collection, and that they were happy that it would still be in the same area so that it would be near home. - Alexandria Bibbs, Public Service Associate


| Calendar of Initiatives - FY23-25 Plan Year Two |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Initiative | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |
| Literacy |  |  |  |  |  |  |  |  |  |  |  |  |
| Where we reinforce Information Literacy and support community education |  |  |  |  |  |  |  |  |  |  |  |  |
| Implement staff training options to support information literacy and patron interactions |  |  |  |  |  |  |  |  |  |  |  |  |
| Utilize existing library platforms to promote educational opportunities |  |  |  |  |  |  |  |  |  |  |  |  |
| Examine products and trends to address content gaps |  |  |  |  |  |  |  |  |  |  |  |  |
| Access |  |  |  |  |  |  |  |  |  |  |  |  |
| Where we move from 'everything to everyone' to 'right patron right time connections' |  |  |  |  |  |  |  |  |  |  |  |  |
| Use library data to identify to target audiences |  |  |  |  |  |  |  |  |  |  |  |  |
| Utilize grassroots marketing and partners to engage focused audiences |  |  |  |  |  |  |  |  |  |  |  |  |
| Where we embrace big dreams in our community through investment in a permanent westside facility |  |  |  |  |  |  |  |  |  |  |  |  |
| Support Foundation Capital Campaign |  |  |  |  |  |  |  |  |  |  |  |  |
| Complete planning process |  |  |  |  |  |  |  |  |  |  |  |  |
| Inclusion |  |  |  |  |  |  |  |  |  |  |  |  |
| Where we move from tolerance toward inclusion so that all in our community know we are their library. |  |  |  |  |  |  |  |  |  |  |  |  |
| Develop standard process for evaluating collections |  |  |  |  |  |  |  |  |  |  |  |  |
| Create long-term schedule |  |  |  |  |  |  |  |  |  |  |  |  |
| Review procedures and practices to be inclusive of our diverse community |  |  |  |  |  |  |  |  |  |  |  |  |

